



## Community Development Department

Regina Mendicino, Director  
6700 w 26<sup>th</sup> Street \* Berwyn, Illinois 60402  
Office: 708-795-6850 FAX: 708-749-9457

### CDBG PY 2022 NEEDS ASSESMENT/GRANT APPLICATION

(October 1, 2022 – September 30, 2023)

Please be advised the City is beginning to review all eligible projects for the PY 2022 CDBG Program. We are sending notice to all interested citizens to facilitate the public input process. **The meetings will be held on: Thursday, February 3, 2022, at 10AM, 1PM and 5PM** at the City of Berwyn, 6700 w 26<sup>th</sup> Street, Berwyn, Illinois, 60402, Council Chambers, second floor. The deadline to receive requests and comments from citizens, commissions, non-profit groups, or other organizations is by **5 pm on or before February 24, 2022**

#### Grant Proposal Instructions:

The City of Berwyn is accepting applications for programs to be funded from its PY 2022 Community Development Block Grant (CDBG) allocation (October 1, 2022 – September 30, 2023). If you are interested in submitting a proposal, you must submit two (2) copies of each request by **5pm on or before February 24, 2022** to 6700 w 26<sup>th</sup> Street, Berwyn, Illinois 60402, or you may file this application electronically to [rmendicino@ci.berwyn.il.us](mailto:rmendicino@ci.berwyn.il.us)

Applications must include: (1) Cover Sheet; (2) Budget; (3) Narrative; and (4) Attachments. These items must be submitted using the forms provided, and containing the information stipulated in this request for proposals. If more than one program is being submitted for funding, a separate grant proposal must be submitted for each program or service.

- There will be a mandatory training workshop for sub recipients before acceptance of any grant.

If you have questions regarding this program, contact Regina Mendicino at the City of Berwyn, Community Development Department at (708)749-6552.

#### Grant Proposal Evaluation

The City will apply the following criteria to each request during its evaluation:

1. The program meets CDBG national objectives and eligibility requirements.
2. The program is consistent with the City's Consolidated Plan objectives.
3. The program's effectiveness. The number of Berwyn residents assisted per dollar of funding; and the percentage of the program's costs to be funded by the City.
4. The agency's history and capacity to meet administrative requirements (as evidenced by experience and financial reports).

5. The program avoids duplication of services with existing programs.

The Community Development Department will review all proposals and make recommendations to the Mayor and the City Council. A contract will be awarded for the program/project and must be completed within one-year. The City will not commit to a contract for more than one year. Current funding is not a guarantee the City will fund the program or service in the future. The City reserves the right to increase or decrease any or all funding requests to maximize effectiveness or to satisfy budget parameters.

Only non-profit and local government organizations and are eligible to apply for Public Service grants. Organizations must be incorporated under state law and have a 501(c)(3) designation from the U.S. Internal Revenue Service. Applicants must also demonstrate the ability to comply with all 2 Department of Housing and Urban Development (HUD) rules and regulations.

The CDBG statute and regulations set forth eligible activities and the national objectives that each activity must meet. The national objective that must be met through a Public Service activity is to benefit low- and moderate-income (LMI) persons. To meet the LMI national objective, the category of limited clientele activities is used. The limited clientele category is a way to qualify specific activities under the LMI benefit national objective. Under this category, 51 percent of the beneficiaries of an activity have to be LMI persons.

### **HUD Income Categories**

(You must confirm the correct numbers.)

Number Of Person(s)	Extremely Low Income (0-30% MFI)	Very Low Income (1-50% MFI)	Other Low Income (51-80% MFI)
1	\$19,600	\$32,650	\$52,200
2	\$22,400	\$37,300	\$59,650
3	\$25,200	\$41,950	\$67,100
4	\$27,950	\$46,600	\$74,550
5	\$30,200	\$50,350	\$80,550
6	\$32,450	\$54,100	\$86,500
7	\$34,700	\$57,800	\$92,450
8	\$36,900	\$61,550	\$98,450

**CDBG PY 2022  
GRANT APPLICATION**  
(October 1, 2022 – September 30, 2023)

**Cover Sheet**

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

DUNS Number: \_\_\_\_\_ FEIN Number: \_\_\_\_\_

Agency has an active SAM Registration:    Yes    No

**Program Description**

Program Name: \_\_\_\_\_

Brief Description of Program:

---

---

---

---

---

---

---

**Grant Request**

Amount of CDBG Funds Requested from Berwyn for  
PY 2022 (October 1, 2022 – September 30, 2023)

\$ \_\_\_\_\_

# CDBG PY 2022 GRANT APPLICATION

(October 1, 2022 – September 30, 2023)

## Proposed Program Budget

### REVENUE

Grant request from City of Berwyn (CDBG): \$ \_\_\_\_\_

Other Sources of Funding for this Program:

- 1. List all other funding sources received for this program and portion allocated for Berwyn residents:**

Source	Total Funds	Amount Utilized for Berwyn Residents
Section 108 Loan Guarantee	\$ _____	\$ _____
HOME Funds	\$ _____	\$ _____
ESG Funds	\$ _____	\$ _____
HOPWA Funds	\$ _____	\$ _____
Appalachian Regional Commission	\$ _____	\$ _____
Other Federal Funds	\$ _____	\$ _____
State/Local Funds	\$ _____	\$ _____
Private Funds	\$ _____	\$ _____
Program Income	\$ _____	\$ _____
Other Funding	\$ _____	\$ _____
Please specify:		

	Name of Funding Sources:	Amount
Other Funding Source(s): (i.e., Cook County, churches, special awards or grants, etc.)	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
<b>Total Revenue</b>	_____	\$ _____

## **EXPENSES**

	Proposed CDBG Funding	Other Sources of Support	Total
Direct financial contribution To Clients (rent, etc...):	\$ _____	\$ _____	\$ _____
Construction/Rehabilitation	\$ _____	\$ _____	\$ _____
Salaries / Benefits	\$ _____	\$ _____	\$ _____
Materials / Office Supplies	\$ _____	\$ _____	\$ _____
Other Administrative Costs	\$ _____	\$ _____	\$ _____
Other (please specify)	\$ _____	\$ _____	\$ _____
<b>Total Expenses:</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

### **2. Does your agency receive more than \$750,000 in Federal funds?**

*(Select one)*

- ☐ Yes  
☐ No

## **Performance Measurement Systems**

### **1. Project Objectives**

Please check one of the following to identify your agency's proposed objectives.

*(The selection should reflect the purpose of your agency's proposed program.)*

☐ ***Creating a Suitable Living Environment***

This objective relates to activities that are intended to address a wide range of issues faced by low//moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ ***Providing Decent Housing***

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make

community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ ***Creating Economic Opportunities***

This objective applies to activities related to economic development, commercial revitalization, or job creation.

**2. Project Outcomes**

Please check one of the following to identify your agency's proposed outcomes  
(The selection should reflect the result your agency would like to accomplish.)

☐ ***Availability/Accessibility***

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ ***Affordability***

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ ***Sustainability***

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

# **CDBG PY 2022 GRANT APPLICATION**

(October 1, 2022 – September 30, 2023)

## **PROGRAM SPECIFIC QUESTIONS**

Please answer ALL of the following Questions on a separate piece of paper. Make sure the answers are numbered to match the question.

1. Who are the expected clients?
2. What are the eligibility criteria for service?
3. What percentage of beneficiaries will be low and moderate income persons (see attached income matrix)?
4. Is the service or program available to all Berwyn residents?
5. Is it exclusively for Berwyn residents?
6. How many people will be served?
7. How many Berwyn residents will benefit from this service during the program year?
8. Is this is an existing service?
9. How many Berwyn residents were served last year?
10. How many of these Berwyn residents were of low and moderate income?
11. Explain why the proposed service or program is needed?
12. Explain why funding by Berwyn is necessary?
13. If this is an existing program or service, would funding from the City result in an increase in the number of Berwyn residents being served or would funding result in maintaining the number of Berwyn residents served?
14. What CDBG National Objective does the proposed program meet?
15. How does the proposed program meet the CDBG National Objective?
16. How does the program meet the City's Consolidated Plan objectives?
17. Explain why this program does not duplicate efforts of other public service agencies in the Berwyn area.

**CDBG PY 2022**  
**GRANT APPLICATION**  
(October 1, 2022 – September 30, 2023)

**ATTACHMENTS REQUIRED**

Please provide the following:

1. Please attach a 1-2 paragraph (**no more**) narrative description of the proposed program or service. Please be clear and detailed in describing the program/project.
2. The agency's most recent annual budget.
3. The agency's most recently completed audit. (only 1 copy required)
4. If this is an existing or current program or service, please attach the current year's budget for this program.
5. Risk Assessment Questionnaire
6. Articles of Corporation and Bylaws
7. List of Board of Directors
8. Certificate of Insurance
9. Organizational Chart
10. Non-profit determination IRS Tax Exempt letter

CDBG Program Overview: <https://www.hudexchange.info/programs/cdbg-entitlement/>